## HOW TO SUBMIT PLEADINGS WHICH ARE EASIER TO IMAGE

Until the day arrives when all documents are filed electronically, pleadings will continue to be imaged by the Clerk's office in order for viewing through CM/ECF (Case Management / Electronic Case Filing). The items indicated below will certainly enable us to more quickly accomplish this task.

Submit 8-1/2" x 11" Documents Only (Including Attachments to Proofs of Claim)
No Double-Sided Documents

No Exhibit Tabs
No Staples
Only Standard Weight Paper
No Bound Pleadings

WHOM TO ASK FOR

The Clerk's office receives many, many inquiries each day with regard to a multitude of issues. You surely become frustrated on occasion because you do not know whom to ask for in order to receive an answer to your inquiry. The list which follows may help you immediately get to the right person for quick results. This Court prides itself in having a "real" person answer the phone! For any automation inquiry ask for Chris Warsinsky, Marcie or Chris Daniel. Please keep in mind that Mike and Anita remain happy to assist you with any matter including procedural issues.

| Cases Ending in 0, 1 or 2   | When your inquiry concerns:                   | Ask for:            |
|---|---|---------------------|
| Cases Ending in 3, 4 or 5  Cases Ending in 6, 7 or 8  Cases Ending in 9  Amanda  Appeals  §341 Creditor Meetings  Deficiencies in the Bankruptcy Petition  Hearing Transcripts  Motions to Avoid Liens  Motions to Avoid Liens  Matters Under Advisement  Whether a Case Has Been Filed  Calendaring/Scheduling Hearings  Shirelle or Leslie  Jennifer or Toni  Amanda  Anita  §Judy  Pattie  Lisa  Brittany  Sheree or Jo  Matt, Law Clerk  Whoever Answers the  Phone  (Usually Brenda C.)  Calendaring/Scheduling Hearings  Sharon |   |                     |
| Cases Ending in 6, 7 or 8  Cases Ending in 9  Appeals  §341 Creditor Meetings  Deficiencies in the Bankruptcy Petition  Hearing Transcripts  Motions to Avoid Liens  Motions to Avoid Liens  Matters Under Advisement  Whether a Case Has Been Filed  Calendaring/Scheduling Hearings  Judy  Pattie  Lisa  Brittany  Sheree or Jo  Matt, Law Clerk  Whoever Answers the  Phone  (Usually Brenda C.)  Sharon   |   | Brittany or Lisa    |
| Cases Ending in 6, 7 or 8  Cases Ending in 9  Appeals  §341 Creditor Meetings  Deficiencies in the Bankruptcy Petition  Hearing Transcripts  Motions to Avoid Liens  Motions to Avoid Liens  Matters Under Advisement  Whether a Case Has Been Filed  Calendaring/Scheduling Hearings  Judy  Pattie  Lisa  Brittany  Sheree or Jo  Matt, Law Clerk  Whoever Answers the  Phone  (Usually Brenda C.)  Sharon   | Cases Ending in 3, 4 or 5                     | Shirelle or Leslie  |
| Cases Ending in 9   | Cases Ending in 6, 7 or 8                     | Jennifer or Toni    |
| Appeals   | Cases Ending in 9                             | Amanda              |
| §341 Creditor Meetings  Deficiencies in the Bankruptcy Petition  Hearing Transcripts  Motions to Avoid Liens  Matters Under Advisement  Whether a Case Has Been Filed  Calendaring/Scheduling Hearings  Judy  Pattie  Lisa  Brittany  Sheree or Jo  Matt, Law Clerk  Whoever Answers the Phone (Usually Brenda C.)  Sharon  |   | Anita               |
| Hearing Transcripts  Motions to Avoid Liens  Matters Under Advisement  Whether a Case Has Been Filed  Whoever Answers the Phone (Usually Brenda C.)  Calendaring/Scheduling Hearings  Lisa  Brittany  Sheree or Jo  Whoteler Autority  Whoever Answers the Phone (Usually Brenda C.)  Sharon  |   | Judy                |
| Motions to Avoid Liens Sheree or Jo  Matters Under Advisement Matt, Law Clerk  Whether a Case Has Been Filed. Whoever Answers the Phone (Usually Brenda C.)  Calendaring/Scheduling Hearings. Sharon  | Deficiencies in the Bankruptcy Petition       | Pattie              |
| Motions to Avoid Liens  | Hearing Transcripts                           | Lisa                |
| Matters Under Advisement  Whether a Case Has Been Filed  Whoever Answers the Phone (Usually Brenda C.)  Calendaring/Scheduling Hearings  Sharon   |   | Brittany            |
| Whether a Case Has Been Filed.  Whoever Answers the Phone (Usually Brenda C.)  Calendaring/Scheduling Hearings.  Sharon   | Motions to Avoid Liens                        | Sheree or Jo        |
| Phone (Usually Brenda C.) Calendaring/Scheduling Hearings Sharon  | Matters Under Advisement                      | Matt, Law Clerk     |
| (Usually Brenda C.) Calendaring/Scheduling Hearings Sharon  | Whether a Case Has Been Filed                 | Whoever Answers the |
| Calendaring/Scheduling Hearings Sharon  |   | Phone               |
|   |   | (Usually Brenda C.) |
|   | Calendaring/Scheduling Hearings               | Sharon              |
| Use of the Bankruptcy Courtroom in Clarksburg Sheree  | Use of the Bankruptcy Courtroom in Clarksburg | Sheree              |

Financial Matters ..... Brenda D.

